Supply Discrepancy Reports (SDR)

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AGENDA

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- CLOSING THE SDR
- SDRs FOR FMS SHIPMENTS
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- SDR DO’s & DON‘Ts
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INCOMING SDR

- **The Technical Specialist is required to investigate & assist in closing the SDR for the originating activity.**

- **The SDR can be generated for:**
    - **Packaging Discrepancies**
    - **Marking Discrepancies**
    - **Packaging Material nonconformance**
    - **Reporting of non-receipt by FMS customers**

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INCOMING SDR

- **Upon receipt of an SDR, the CMO will enter it in the discrepancy reporting system for investigation & resolution.**
- **The Specialist handling the report should verify that the DR Monitor has been notified that the SDR has been received.**
- **This will allow for the report to be accounted for in the system.**

INVESTIGATING THE SDR

- **Verify the information contained in the SDR against the information in the contract.**
- **Check to see if any modifications have been issued that could affect the packaging issues that are being investigated.**
- **Notify the contractor of the SDR.**
- **The contractor will need to verify the information regarding shipment of the order.**
- **If the contract is ongoing, it will be necessary for the contractor to correct the issue quickly so that future orders will not be affected by this discrepancy.**

CLOSING THE SDR

- **Once the investigation is completed, the SDR will need to be closed.**
- **The receiving activity may have issued the SDR as an information copy only to inform the CMO & the contractor that the problem existed.**
- **The receiving activity may not need a response back.**
- **The DR monitor should be notified of the status or the closing of the SDR.**

SDRs FOR FMS SHIPMENTS

- **SDRs are often generated by FMS customers to report non-receipt of shipments.**
- **They are typically generated by the receiving country & go to the service responsible for the shipment (Army, Navy, Air Force).**
- **A letter from the country manager will usually accompany the SDR to the CMO.**
- **The letter will give instructions on what will be needed to close the SDR.**

STANDARD FORM 364

- **Enclosure 2 of DLAI 4140.55 provides guidance on the Preparation of an SDR using Standard Form 364.**
- **Enclosure 3 provides Distribution information.**
- **Enclosure 4 provides Typical Shipping & Packaging Discrepancies listed by Discrepancy Code.**
- **To view or download DLAI 4140.55 go to the Defense Logistics Management Standards Office website:**

http://www.dla.mil/j-6/dlmso/eLibrary/Manuals/SDR/

SDR DO's & DON'Ts

- **Don't - Enter info such as "Improper Marking"**
- **Do - Enter info as "Wrong NSN on unit container"**
- **Don't - Enter info such as " Improper Packaging"**
- **Do - Enter info as : "Material is not packed & labeled as ESD"**
- **Don't - Enter info such as "Improper preservation"**
- **Do - Enter info such as " in lieu of Preservation Method 50, Preservation Method 10 was used"**

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SUMMARY

- **SDR’s are used for Packaging Discrepancies.**
- **SDR’s are a good tool used for tracking contractor noncompliance of Packaging & Marking requirements.**
- **SDR’s are also used by FMS customers.**
- **Corrective actions should be an outcome of this process.**
- **DLAI 4140.55 provides guidance on identifying Packaging Discrepancies & preparing an SF 364.**

QUIZ

1. **SDR’s should be generated for any shipping related deficiency?**

   a) **TRUE**

   b) **FALSE**

QUIZ

2. Can an SDR be used for a non-receipt of an FMS shipment?

   a) YES

   b) NO

QUIZ

3. What form is used to document an SDR?

a) SF 171

b) SF 364

c) SF 368

d) SF 3107

QUIZ

4. What DLA document provides instructions on how to prepare an SF 364?

a) DLAR 4263.55

b) DLAM 5588.65

c) DLAI 4140.55

d) DCMA One Book, Chapter IX

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QUIZ

5. Who should be notified upon the closing of

of the SDR?

a) The Supplier

b) The Receiver

c) The CMO Command Staff

d) The CMO DR Monitor